NOTICE OF JOB OPENING

TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

TOUGALOO COLLEGE Seeks: Program Director (Owens Health and Wellness Center)

Position Summary: This is a professional level support position, which reports directly to Executive Director. The focus of this position is project management, including, planning, directing and overseeing the project, and ensuring that deliverables and functionality are achieved as defined in the proposal, funding documentation and subsequent project plans. The program director will also be responsible for the management of all resources assigned to the project, serves as the primary liaison between the project and the Food Policy Council and the Agriculture Outreach and Advocacy (AOA) Center, and escalates decisions and issues as needed.

1. SUPERVISES ADMINISTRATIVE OPERATIONS OF THE PROGRAM. REVIEWS, REVISES, AND ADMINISTERS THE BUDGET AS DESIGNATED BY THE DIRECTOR AND COORDINATING THE BUDGETARY PROCESS WITH STAFF.
2. PREPARES AND WRITES PROPOSALS FOR FUNDING.
3. PROVIDES LEADERSHIP TO STAFF ON THE DEVELOPMENT, PROMOTION, IMPLEMENTATION, MAINTENANCE, AND MODIFICATION OF STUDENT PROGRAMS AND ACTIVITIES.
4. DIRECTS AND DESIGNS THE MAINTENANCE OF ESSENTIAL RECORDS AND STATISTICS ON MEMBERS PARTICIPATING IN ALL PROGRAMS.
5. PREPARES ALL ANNUAL REPORTS, PROGRESS REPORTS, AND GRANT REQUEST INFORMATION
6. SUPERVISES PROGRAM STAFF, CONDUCTS THE INTERVIEWING, HIRING ESTABLISHING OF PERFORMANCE OBJECTIVES, CONDUCTING OF PERFORMANCE REVIEWS/COMPETENCIES, AND MAKING RECOMMENDATIONS PERTAINING TO PAY AND DISCIPLINARY ACTIONS.
7. SCHEDULES AND ASSIGNS WORK TO RESPONSIBLE STAFF. DIRECTS, GUIDES, AND ENCOURAGES SELF MOTIVATION, TEAM WORK AND HIGH PRODUCTIVITY IN ORDER TO MEET PROGRAMS OBJECTIVES
8. PLANS AND IMPLEMENTS ORIENTATION FOR ALL NEW STAFF MEMBERS. PROVIDES TRAINING AND INSTRUCTION TO STAFF ON JOB DUTIES, POLICIES AND PROCEDURES.
9. NOTIFIES STAFF OF NEW DEVELOPMENTS AND CHANGES AND MAKES RECOMMENDATIONS TO THE EXECUTIVE DIRECTOR ABOUT NEW AND INNOVATIVE PROGRAMS.
10. PERFORMS OTHER DUTIES AS ASSIGNED
Experience/Qualifications:

1. MASTERS DEGREE IN PUBLIC HEALTH, HEALTH ADMINISTRATION, BUSINESS ADMINISTRATION, OR RELATED FIELD WITH A MINIMUM OF ONE (1) YEAR PROFESSIONAL EXPERIENCE WORKING WITH SIMILAR PROGRAM DEVELOPMENT OR IN THE ADMINISTRATION OR MANAGEMENT OF A SIMILAR PROGRAM

OR

2. BACHELOR’S DEGREE IN PUBLIC HEALTH, HEALTH ADMINISTRATION, BUSINESS (EMPHASIS IN MANAGEMENT / ADMINISTRATION), SCIENCE, PSYCHOLOGY, SOCIAL WORK, NURSING, OR RELATED FIELD WITH A MINIMUM OF THREE (3-5) YEARS PROFESSIONAL EXPERIENCE WORKING WITH SIMILAR PROGRAM DEVELOPMENT OR IN THE ADMINISTRATION OR MANAGEMENT OF A SIMILAR PROGRAM

Date of Position Opening:       August 19, 2015
Application Deadline:          September 1, 2015
Salary: $ 50,000.00

Mail Documents to:  Tougaloo College
                    Attention:  Director of Human Resources
                    500 West County Line Road
                    Tougaloo, MS 39174

Fax Documents to:      (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HR/06/07/10